



Forest Heights Police Department Policy and Procedures Manual

Subject:	Benefits – Overtime, Compensatory Time, Uniform Cleaning, Life Insurance			
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A. Purpose

To document benefits to which Forest Heights Police Department (FHPD) officers are entitled.

B. Definitions

COMPENSATORY TIME (COMP TIME) – Compensatory time is paid time off granted an officer for time (hours) worked during one pay period (14-days) that exceeds 86-hours.

FAIR LABOR STANDARDS ACT (FLSA) – A federal law requiring extra compensation if an officer works more than 86 hours during 14 consecutive days (one work period).

HOURS WORKED - Hours worked is calculated by adding the number of hours worked in a pay period to the number of hours of paid leave, if there was any paid leave.

OVERTIME (OT) – Overtime is the time, in ½ hour increments worked over 86-hours in a pay period (14 days) calculated at 1½ times the employees hourly base pay. **Exception:** When an officer is required to appear in court on the officer's scheduled day off.

C. Option

1. Non-exempt officers may select to be compensated with overtime or compensatory time for time worked in excess of 86-hours in a pay period. The Chief must agree with this arrangement.
2. Exception: Only compensatory time will be applicable for time worked in less than ½ hour increments.

D. Requests to work more than an eight hour day

Excluding time worked beyond the normal duty shift resulting from exigent circumstances, pre-approval will be obtained from the Chief prior to working a duty shift greater than 12-hours.

E. Court Appearances

1. Officers will be credited with a minimum of three hours for time spent in court while off-duty.
2. Court slips will be submitted with the weekly worksheet in order to receive the minimum 3-hour compensation.
3. Exception: Officer will not be credited for time for court appearances on arrests made while working a part-time job (secondary employment).

F. Uniform Cleaning Allowance

Annually, full-time FHPD officers will receive \$162.50 in June and December for the cleaning of their uniforms - account # 7076.

G. Life Insurance

1. The Town of Forest Heights will provide full-time FHPD officers with a \$25,000, five year life insurance policy.
2. Eligible officers will designate the beneficiary.
3. The premium due notices will be sent to the Town of Forest Heights not the officers.